Program Review Procedures

Phase 1: Planning and Preparation

In the academic year prior to review, the Vice Provost for Faculty and Academic Affairs will provide notification to lead/chair of the program that a review is scheduled. Establish a planning meeting as needed with the relevant program. Academic Unit will appoint a self-study committee. The size varies depending on the program.

Lead/Chair of Program with Dean's approval will submit four potential external reviewers.

Reviewers are confirmed by the VPFAA and scheduled by the Program Review Coordinator.

Phase 2: Self-Study Reporting

Academic Unit, Dean(s) and Self-Study Committee will prepare self-study documents using the template provided by the Program Review Coordinator. Once the Self-Study is completed, program review coordinator will confirm completeness of report and distribute to all appropriate stakeholders.

Phase 3: Program Review

External Reviewers will conduct the virtual review, analyze the Self-Study and any supporting documents, and prepare a report with their overall recommendations. Report is submitted to the Program Review Coordinator for distribution.

Phase 4: Recommendations and Actions

Lead/chair of academic unit will prepare the Response Memo and Action Plan. Dean prepares the Dean's Response, followed by a meeting with the Program Chair to discuss the proposed action plan along with financial data. The Provost will review the Dean's recommendation and will approve, approve with revisions, or reject the final action plan.

The program implements the approved action plan and the permanent records of the review are archived in the Office of the Provost.